

Computer Security Tips for District Users

Locking your Computer

Lock your computer when you are away from your desk even if you are only planning to be away from it for a minute. This will prevent unauthorized people from using your computer or viewing sensitive data while you are away.

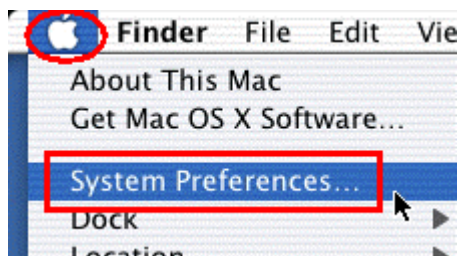
Windows 2000, NT or XP: Press the **Ctrl, Alt** and **Delete** keys at the same time. Then click the **Lock Computer** or **Lock Workstation** option on the popup menu.

Pressing the Windows key and the letter L at the same time also locks your computer.

To unlock the computer press **Ctrl, Alt** and **Delete**. Type your password and click **OK**.

Mac OS X 10.1 & 10.2: Locking the computer with a Screen Saver. This method works if user accounts have been implemented. You need to require a password when your Mac wakes from sleep or screensaver mode. To do this, open System Preferences, go to the Security pane, and select the Require Password to Wake This Computer From Sleep or Screen Saver option.

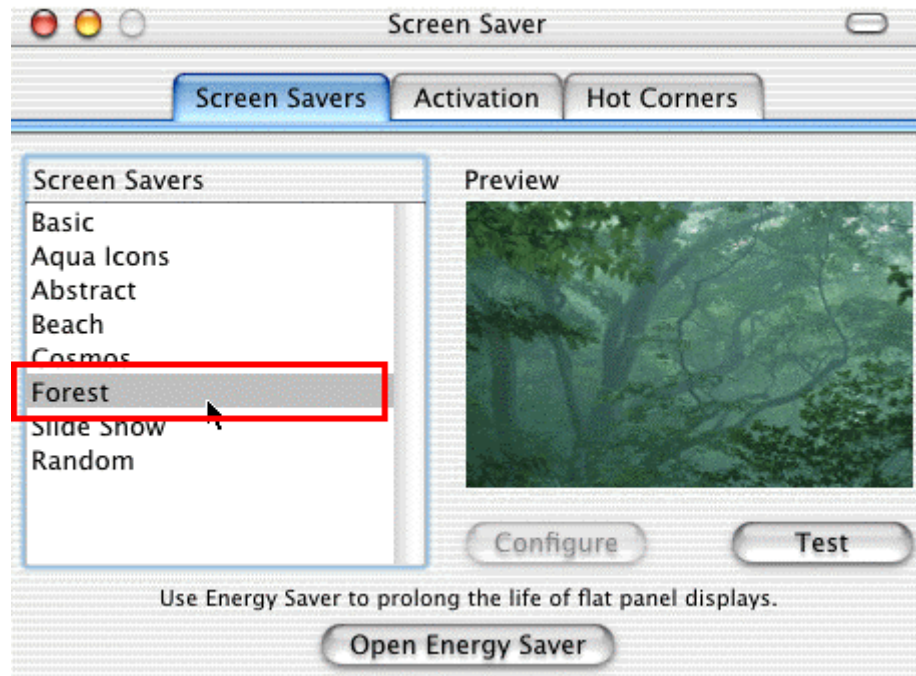
1. Click on the **apple** icon at the top of your screen, then click on **System Preferences**.



2. Click on the **Screen Saver** (or **Screen Effects**) icon in the **System Preferences** panel.

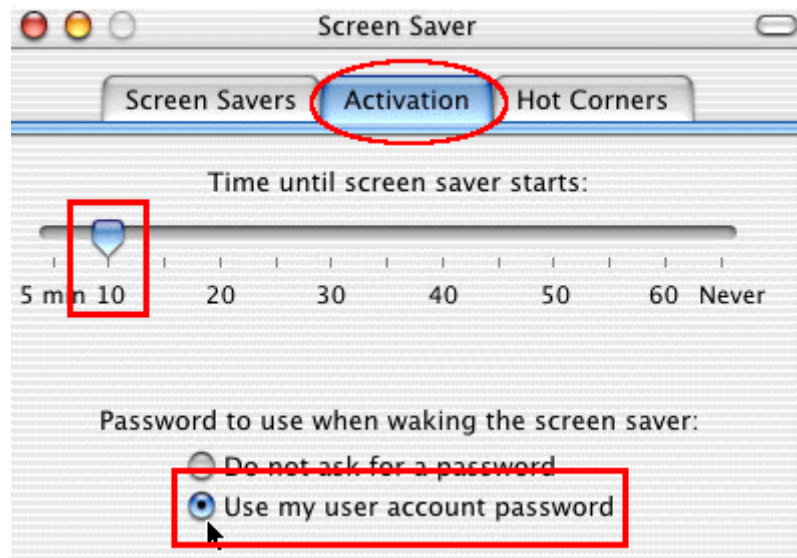


3. Click on the **Screen Saver** you want to use.



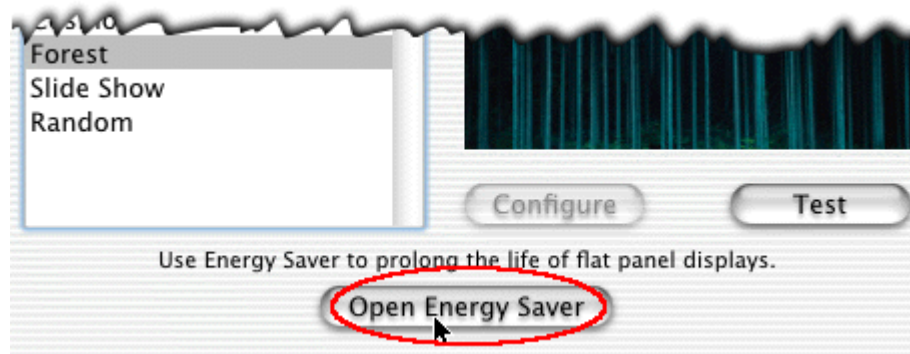
4. Click on the **Activation** tab.

5. Use the **Slider** to select how long your computer has to be inactive before your screen saver starts (10 minutes is a good choice).

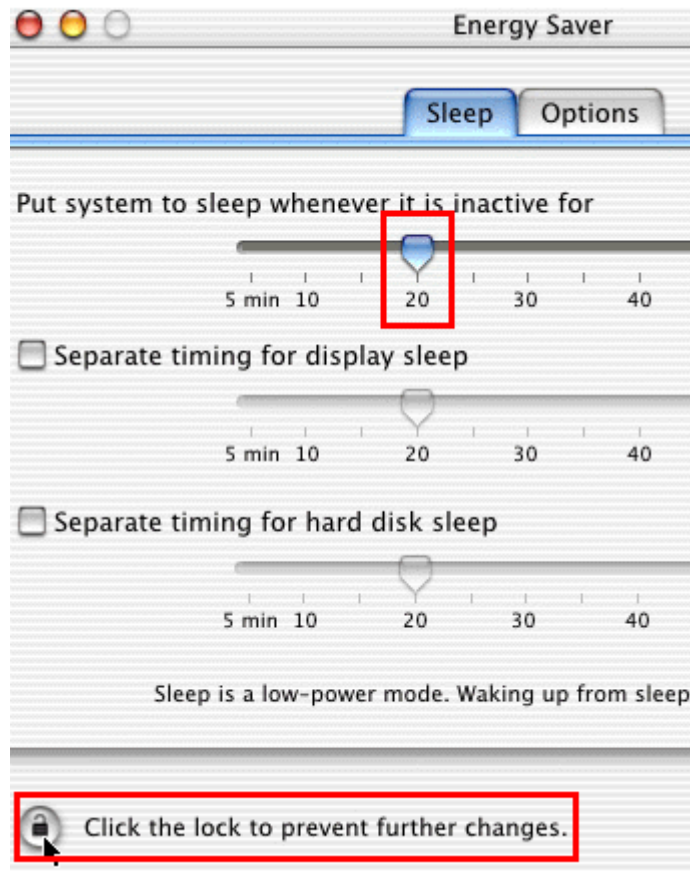



6. Click on **Use my user account password** (a black dot should appear beside it).

7. Click on the **Screen Savers** tab, then Click on the **Open Energy Saver** button to open the **Energy Saver** panel.



8. Under **Put system to sleep whenever it is inactive for** in the Energy Saver Panel, use the **Slider** to *Select* a time that's longer than the one you set for your screen saver. For example if the screen saver is set to 10 minutes set the sleep time to 15 minutes.



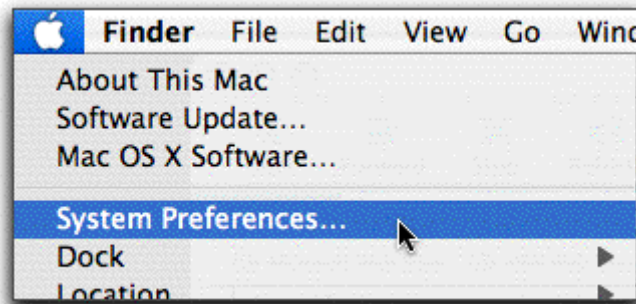
9. Click on **Click the lock to prevent further changes.** The lock should change from open to closed . Then Close the panel

Your screen saver is now set; it will come on before your computer enters sleep mode and you will have to use your password to turn it off.

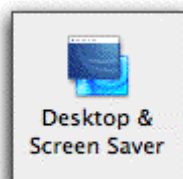
Mac OS X 10.4:

Locking the computer with a Screen Saver. You need to require a password when your Mac wakes from sleep or screensaver mode. To do this, open System Preferences, go to the Security pane, and select the Require Password to Wake This Computer From Sleep or Screen Saver option.

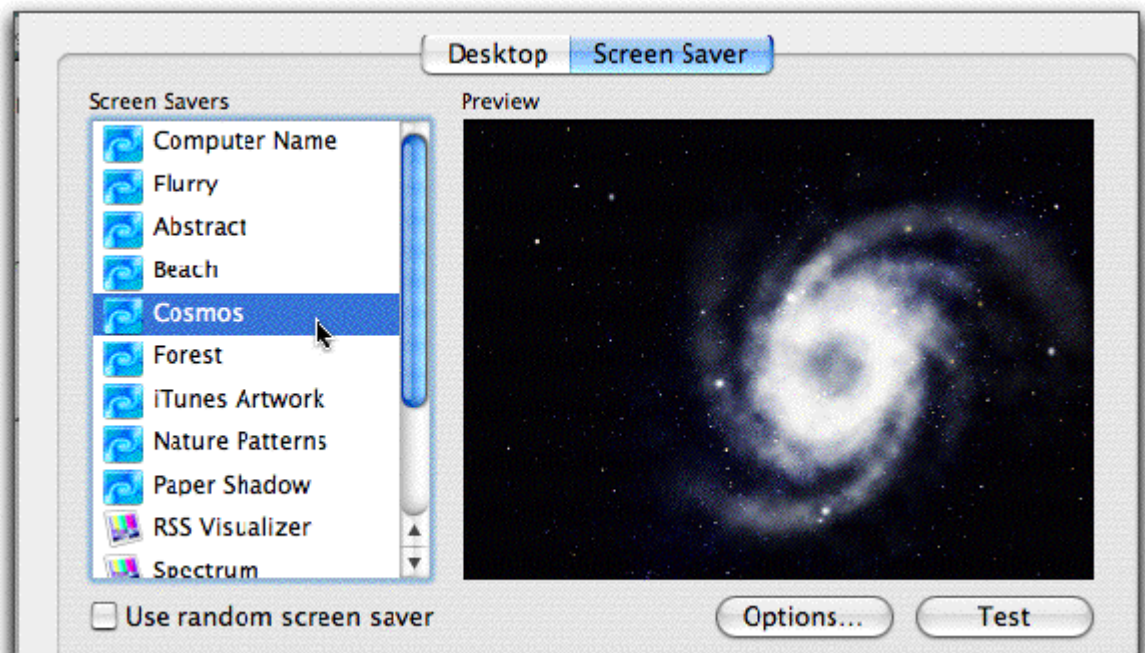
1. Click on the **apple** icon at the top of your screen, then select **System Preferences**.



2. Click on the **Desktop & Screen Saver** icon from System Preferences.



3. Click on the screen saver effect you want to use from the list in the left-hand pane in the Desktop & Screen Saver panel. You'll see a preview of the screen saver in the Preview window.



4. Use the slider to select how long you want your computer to be inactive (to wait) until the screen saver starts (10 minutes is a good choice).



5. Select the **Use random screen saver** option if you want your screen saver modules to be selected automatically when the screen saver starts.
6. *Click* on the **Test** button to view a full-screen preview of the screen saver module you selected.

Your screen saver is now set; the screen saver will come on before your computer enters sleep mode.

Changing Passwords

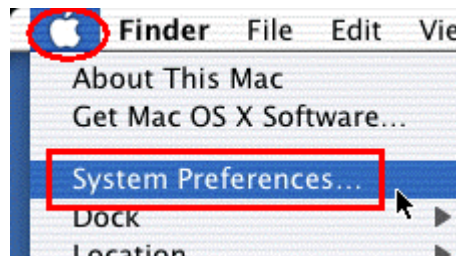
Change passwords on every 45 days. Keep these points in mind when creating new passwords.

- ❖ Select a password at least 8 characters in length
- ❖ Use a combination of numbers, characters and letters (upper and lower case)
- ❖ Do not use common words, names or numbers
- ❖ Do not use personal information as password
- ❖ Do not reuse passwords for multiple applications

Windows 2000, NT or XP: Press the **Ctrl, Alt** and **Delete** keys at the same time. Then click the **Change Password** option on the popup menu.

Enter your existing passwords in the **Old Password** box. Enter your new password in the **New Password** and **Confirm Password** boxes. Click **OK**.

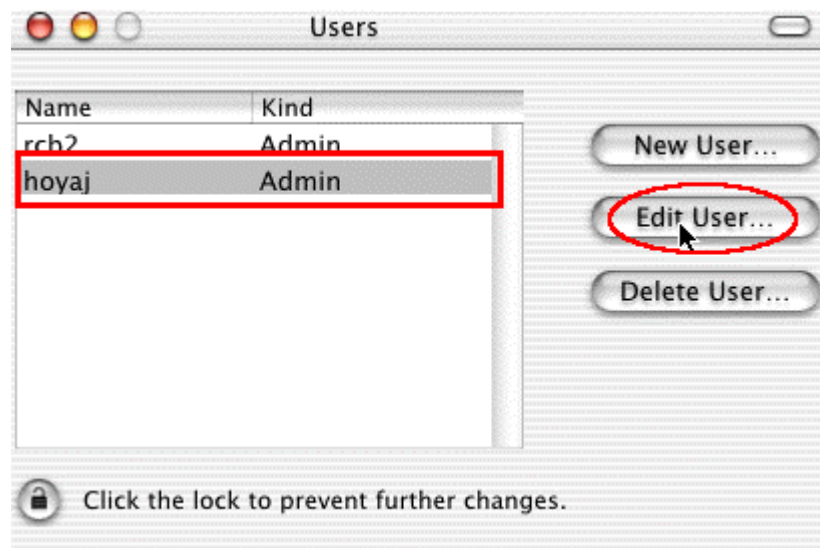
Mac OS X 10.1 & 10.2: 1. Click on the **apple** icon at the top of your screen, and then click on **System Preferences**.



2. Click on the **Users** (or **Accounts**) icon in the **Preferences** panel.



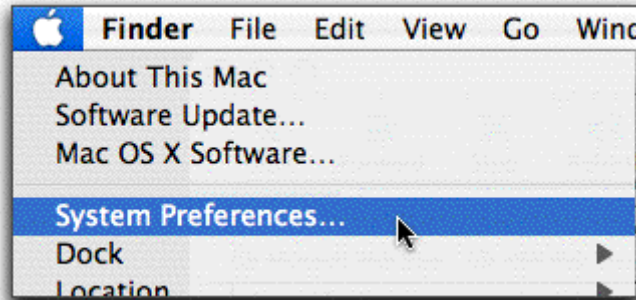
3. Click on the **account** to be modified. Then Click on the **Edit User** button.



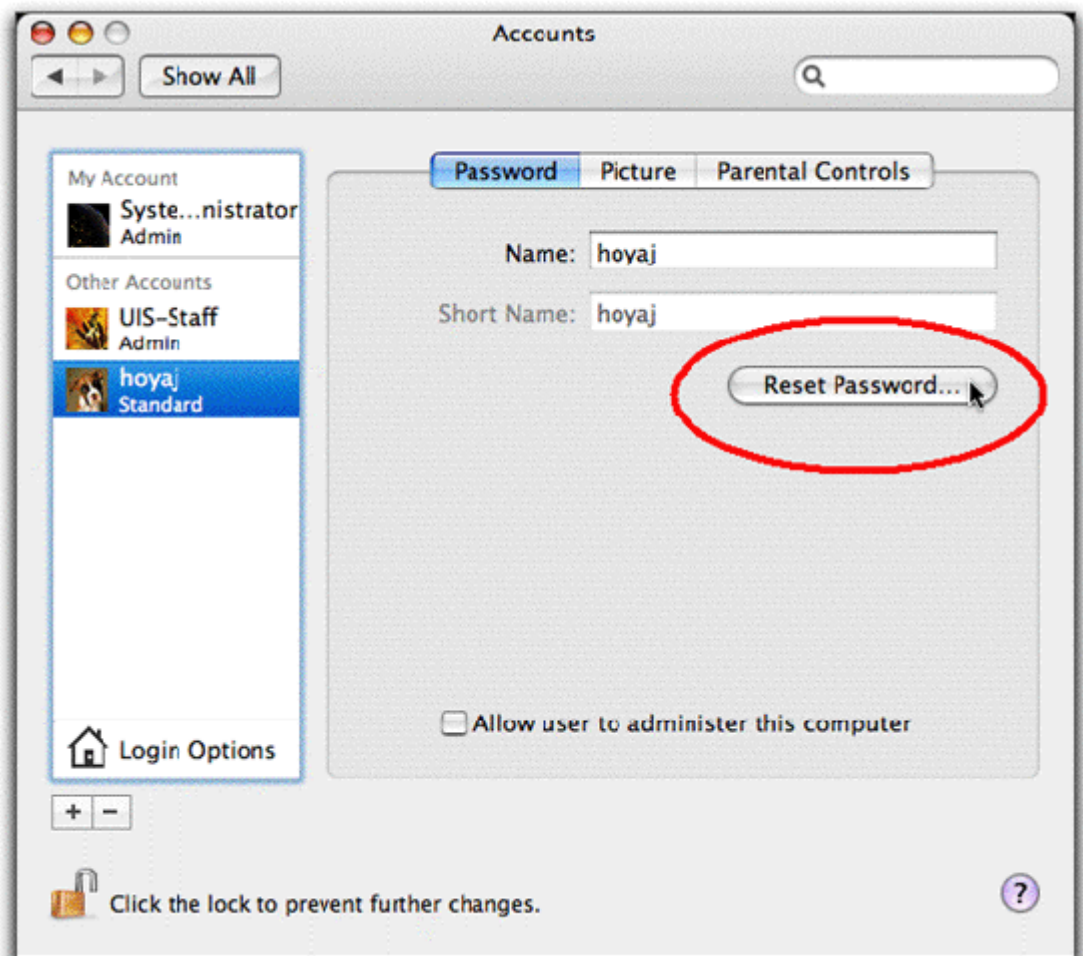
4. Click on the **Password** tab, Type your new **password**, then Click on the **Save** button. Click on the **OK** button.

Mac OS X 10.4:

1. Click on the **apple** icon at the top of your screen, then *select* **System Preferences**.



2. Click on the **Accounts** icon.
3. Select the account whose password you want to change.
4. Click on the **Reset Password** button.



5. Type the new password (make sure it's a strong password), then *click* on the **Reset Password** button.



Resetting the account password does not reset the user's keychain password.

To reset the keychain password, use Keychain Access, located in the Utilities folder.

New Password: 

Verify:

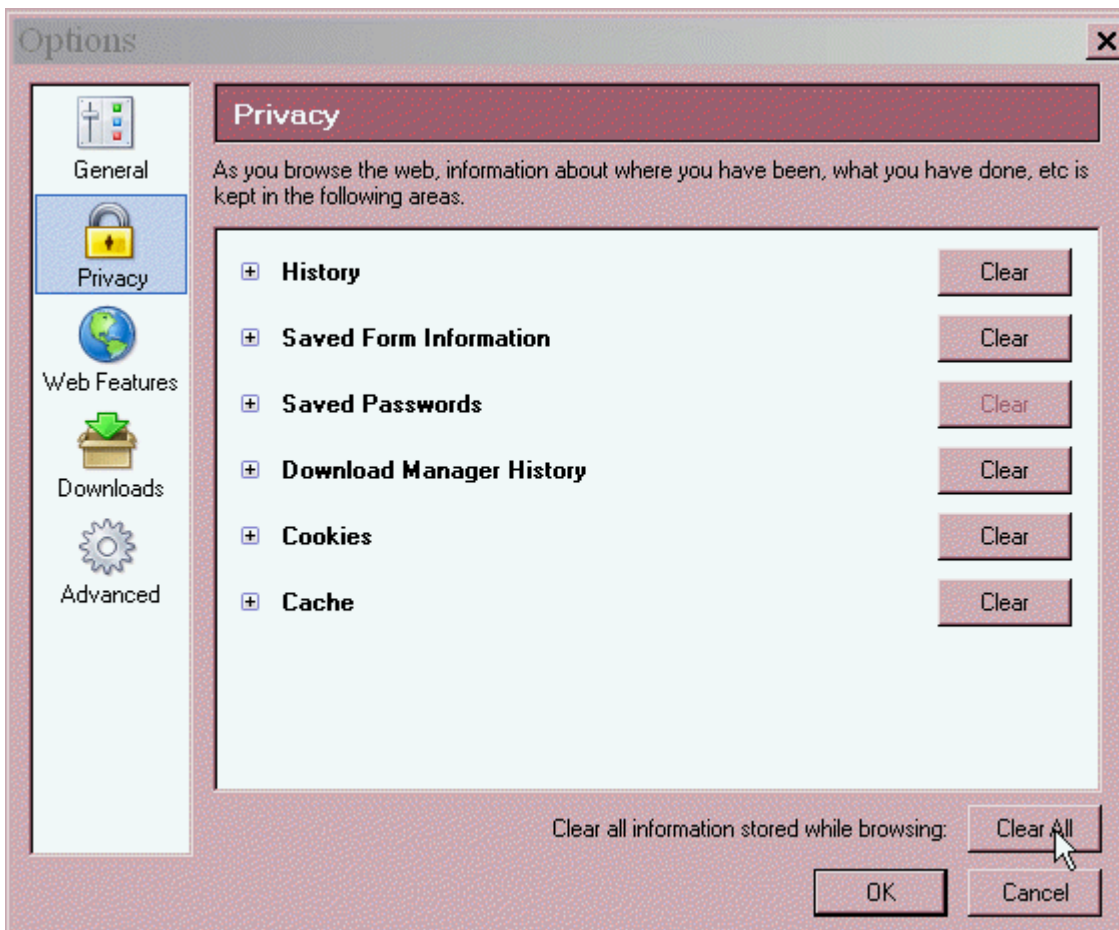
Password Hint:
(Optional)

The image shows a Mac OS X dialog box for resetting a password. It has a title bar with 'About', 'OK', and 'Cancel' buttons. The main text states that resetting the account password does not reset the user's keychain password and provides instructions to use Keychain Access. There are three input fields: 'New Password' (with a key icon), 'Verify', and 'Password Hint' (optional). At the bottom, there are 'Cancel' and 'Reset Password' buttons. The 'Reset Password' button is circled in red, and a mouse cursor is pointing at it.

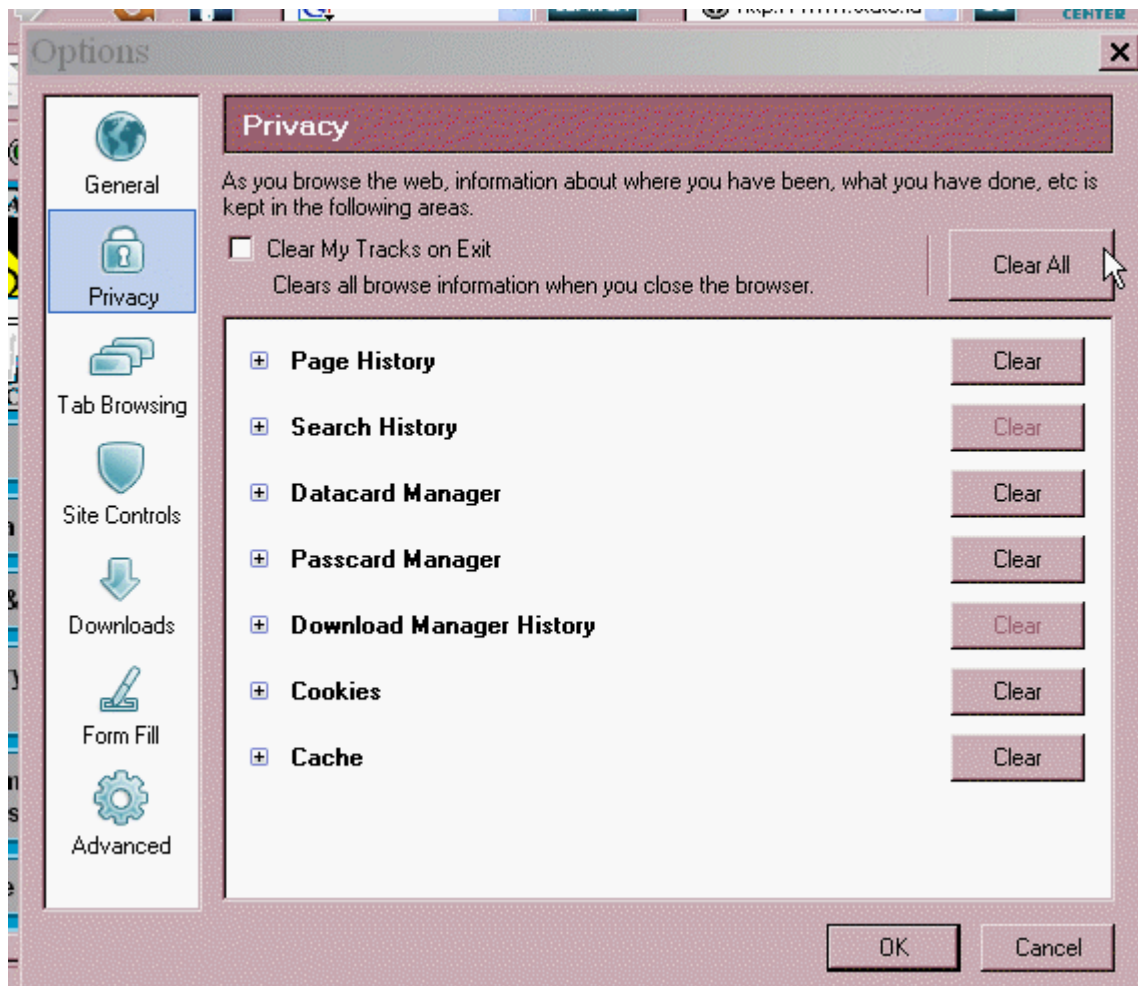
Internet Browser Tips

After you work on the Department of Education's secure web site it is good to clear the cache of your Internet browser to ensure that someone else using the computer after you cannot access sensitive data. This is especially important if you are using a computer in a library or computer lab.

- Mozilla:
1. Click on Tools at the top of the browser then select Options
 2. Click on the Privacy tab
 3. Click on the Clear All button at the bottom of the Privacy Box



- Netscape:
1. Click on Tools at the top of the browser then select Options
 2. Click on the Privacy tab
 3. Click on the Clear All button at the top of the Privacy Box



Internet Explorer:

1. Click on Tools at the top of the browser then select Internet Options
2. Click on the General tab
3. Click on the Delete Files & Clear History buttons

